

Entering a "mini" Evaluation Report for the purpose of populating the IEP with a Disability Category

In order to complete the needed information in the AIM system, you will need to have a copy of the most current Evaluation Report (formerly CST) for the student.

On the Documents Tab, select the "Create New Form..." dropdown list and choose the "MT Evaluation Report."

In the Student Information editor, enter Evaluation Date from the hard copy Evaluation report by typing it in (mm/dd/yyyy) or by using the calendar function.

Choose the type of evaluation that was completed - Initial or Reevaluation.

Enter the Date Consent Received. If the Permission to Evaluate form is not readily available, using the date of the Evaluation Report.

SAVE (not Save and Continue)

In the Evaluation Outline on the left of the screen, select the "Eligibility Determination" editor.

In the text area for Disability Criteria, enter "See Hard Copy Evaluation Report dated ..." with the date of the report. Enter this same information in the text area for, "Why does the student need special education . . ."

Check the disability category(ies) for which the student was identified.

SAVE (not Save and Continue)

Go to the "Evaluation Report Notes" editor and enter "See Hard Copy Evaluation Report dated ..." with the date of the report.

SAVE

Return to the "Student Information" editor. Check the "Evaluation Completed" checkbox and save.

Click on the "Documents" tab to return to the documents list for the student. The student will now be identified in the AIM system as a special education student.

NOTE: This mini Evaluation Report DOES NOT need to be printed out and placed the students file. It exists solely as data points for determining the student's disability on their IEP in the AIM System.